

Rates Officer/Assistant Accountant

Permanent full-time or part-time | Flexible hours negotiable | Great work environment

The Shire of Irwin has a fantastic opportunity available for a highly skilled Rates Officer/Assistant Accountant to work within our Finance Team on either a full or part-time basis (3-5 days per week).

The Position

Your primary responsibilities will be activities involving the rating functions including change of ownership and address, property enquiries, pensioner rates rebate scheme, the levying and recovery of rates and associated charges, preparing and issuing annual rates notices, rates instalment notices, collection of overdue rates and dealing with all matters relating to rating functions.

The position may be undertaken solely as a part-time Rates role; however, for candidates looking to broaden their financial skills, there is an opportunity to undertake a range of additional financial tasks. These include supporting the Manager Finance with accounting functions and statutory reporting. Responsibilities will include, but are not limited to, assisting with the preparation of the annual budget and the Long-Term Financial Plan. You will maintain a sound awareness of current legislation, guidelines, policies, and procedures relevant to your position so to correctly implement updates. In addition, you will work closely with the Senior Finance Officer with the preparation of financial information and reports.

This position is classified as Level 6 and attracts a commencing base salary of \$66,611 per annum (pro-rata if part-time). Remote working arrangements will also be considered.

Successful Candidate

- Competencies in financial management or accounting practices to ensure alignment to the strategic objectives of the Shire.
- Intermediate to advanced Microsoft Office skills, especially Excel.
- Developed knowledge in the use of SynergySoft or related software will be highly regarded.
- High level of accuracy and numeracy with the ability to input and review data efficiently and effectively whilst managing competing priorities and deadlines.
- Good oral and written communication
- Commitment to quality customer service and continuous improvement outcomes.
- Ability to maintain a high level of professionalism and confidentiality.
- Knowledge of reporting requirements within Local Government and Knowledge of the *Local Government Act 1995* and Regulations is desirable.
- Previous experience in Local Government Finance and Rates procedures will be highly regarded.
- An unrestricted 'C' Class Driver's Licence.

Interested? Confidential enquiries can be made to Manager Finance on telephone 08 9927 0000.

Applications close at 5pm on Monday 2 February 2026.

Applications should be submitted via email to hr@irwin.wa.gov.au

Your application should include a covering letter of no more than two pages addressing the selection criteria outlined in the Position Description, along with a current résumé and the contact details of two recent referees. More information can be found on our website www.irwin.wa.gov.au. Applicants will need to provide proof of eligibility of working rights in Australia and be willing to undertake a pre-employment medical.

The Shire of Irwin is an equal opportunity employer proudly promoting an all-inclusive and safe work environment.

Shane Ivers

Chief Executive Officer
Shire of Irwin

